

Town Hall
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**LEWES
TOWN
COUNCIL**

To: **Cllrs Catlin; Chartier; Cooper; Lamb; Milner; Murray (R); Murray (S); O'Keeffe; and Rowell**

A Meeting of the **Working Party established to oversee repairs to the Council's buildings**, will be held on **Wednesday 17th February 2016**, in the **Council Chamber, Town Hall, Lewes** at **3:00pm** which you are requested to attend.

S Brigden, Town Clerk
4th February 2016

AGENDA

1. ELECTION of CHAIRMAN

To elect a Chairman for the 2015/16 municipal year

2. PUBLIC QUESTION TIME

To consider any questions received regarding items on the agenda for this meeting.

3. APOLOGIES FOR ABSENCE:

To receive apologies from members of the Working-party who are unable to attend.

4. MEMBER'S DECLARATIONS OF INTEREST:

To note declarations of any personal or prejudicial interests in matters on this agenda.

5. MINUTES:

To agree Minutes of the meeting held on 3rd February 2015

(attached, page 3)

6. REMIT of the WORKING PARTY

To note that the original remit of the Working Party was to commission repairs to the South elevation and refurbishment of offices at the Town Hall. This was extended by Council to include administration of the project to refurbish the Malling Community Centre, and is now extended further (*resolution FC2015/85.2 refers*) to include detailed consideration of the options for permanent roof repairs to the Assembly Room and Corn Exchange, as described in report FC011/2015.

7. BUSINESS OF THE MEETING

To pursue the remit of the Working Party. (*Working notes will be provided at the meeting*)

NB: POTENTIAL EXCLUSION OF THE PRESS AND PUBLIC

It is possible that, during the meeting, proposed expenditure on contracts for supply of goods and services (potentially commercially-sensitive) may be disclosed.

Should these circumstances arise; the chairman will be obliged to move:

“That in view of the confidential nature (*specified*) of the business to be transacted during the remainder of the meeting, pursuant to the Public Bodies (Admission to Meetings) Act 1960; any members of the press or public present be excluded and instructed to withdraw”

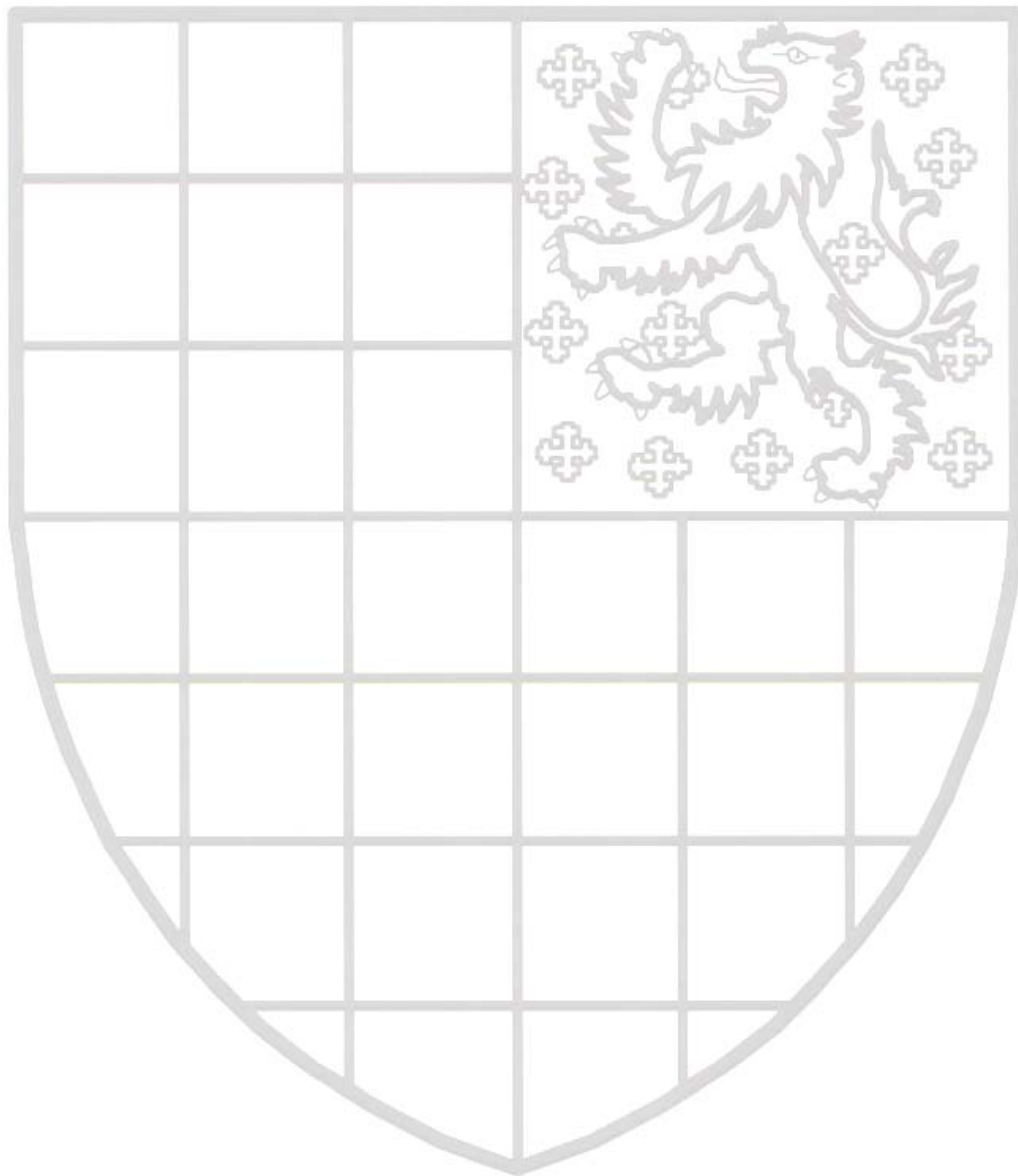
For further information about items on this agenda please contact the Town Clerk at the above address.

PUBLIC ATTENDANCE: Members of the public have the right, and are welcome, to attend meetings of the Council – questions about items on the agenda may be heard at the start of each meeting with the Chairman's consent. Questions or requests to address the Council should, whenever possible, be submitted in writing to the Town Clerk at least 24 hours in advance. General questions can be raised at our offices between 9am and 5pm Mons- Thurs; 9am and 4pm on Fridays – our staff will be pleased to assist.

Distribution: Cllrs Catlin; Chartier; Cooper; Lamb; Milner; Murray (R); Murray (S); O'Keeffe; and Rowell
(copy: all Cllrs: for information)

Copies for information: T/hall; LTC website; Lewes Library, Sx. Express, E.Argus, Sx. Police, M Caulfield MP, LDC, ESCC, Fr'ds of Lewes

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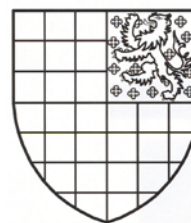
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**LEWES
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MINUTES

of the meeting of the **Working Party** formed to oversee repairs to the **Town Hall and Malling Community Centre**, held on **Tuesday 3rd February 2015**, in the **Yarrow Room, Town Hall, Lewes** at **3:00pm** (*preceded by a site visit to inspect Malling Community Centre at 2:00pm*).

PRESENT Cllrs L Allsobrook; S Catlin (Wischhusen); M Chartier (*Chairman*); J Lamb; S Murray.

In attendance: S Brigden (*Town Clerk [TC]*); Mrs F Garth (*Civic Officer/ Asst TC*); L Symons (*Town Hall Manager*); Mr Chris Tunbridge and Mr Ben Anderson (*BLB Chartered Surveyors*)

THRWP2014/01 **ELECTION of CHAIRMAN:** Cllr Chartier was elected as Chairman of the Working Party for the 2014/15 year

THRWP2014/02 **QUESTIONS:** There were none. (No members of the public present.)

THRWP2014/03 **APOLOGIES FOR ABSENCE:** Apologies were received from Cllr Daly who was on holiday; Cllrs Milner and Murray (R) who had work commitments, and Cllr O'Keefe who was attending an ESCC meeting.

THRWP2014/04 **DECLARATIONS OF INTEREST:** there were none

THRWP2014/05 **MINUTES:** The Minutes of the meeting held on 6th May 2014 were received and signed as an accurate record.

THRWP2014/06 **BUSINESS OF THE MEETING:**

1 The meeting had been preceded by a visit to inspect Malling Community Centre, for Members to familiarize themselves with the layout and condition, which was escorted by Mr Brian Johnson of Malling Community Association. Thanks were recorded to Cllr Allsobrook; Mr Johnson and their fellow Malling Community Association officers, for their long-term commitment to the Centre and their practical efforts to sustain a popular and much-loved local facility.

2 There followed a review of the programme to refurbish Malling Community Centre. Preliminary costings by a professional quantity surveyor had been provided by BLB, free of charge, which established a likely project cost of over £440,000, but these had not arisen from a detailed design and were considered indicative only. They were described as a "basic" refurbishment to meet modern building regulation standards. Earlier consultation with current and prospective users and the wider community had produced a significant amount of material indicating the philosophy such designs should encompass. It was agreed to recommend that Council should commission an architect to prepare a design to the level of detail necessary for accurate costing, and to satisfy any third-party sources of prospective funds. Mr Tunbridge offered the services of an architectural designer and was thanked for this, but Members considered that open invitations should be extended to local architects in the first instance. It was understood that the earmarked finance reserve for this project would yield £233,000 in 2015/16 and that this was insufficient to fund the project. It was anticipated that elements of the work would attract third-party grants which were expected to make-up the difference, although this could only be established once detailed plans were agreed.

3 With regard to the project to refurbish the South (High Street) elevation of the Town Hall, the Order of Costs report prepared by BLB following their detailed surveys was reviewed. Various details were discussed, and enhancements that might be included, *eg* making a feature of the martyrs' steps by installation of

a glazed viewing port. In the course of this discussion it was noted that the engineer advised that flags should not be flown from the flagpole until repairs were completed, as there were suspicions about the integrity of some anchor fixings. The importance of public information, before and during the works programme, was agreed. BLB would ensure that contractors provide and maintain status reports on any screening or scaffold structures, as a matter of course. The District Conservation Officer and English Heritage officers had been consulted and were reported to be happy with all the proposed works. BLB confirmed that a photographic record would be created as the works proceeded.

4 Council had already acknowledged that the estimated cost of around £305,000 (nett) would exhaust the earmarked finance reserves for this project, which would yield £168,340 in 2015/16, and it was unlikely that the programme would qualify for third-party grants (although this would be explored). The works were unavoidable, and the General Fund would make up any shortfall. The General Fund had a balance brought-forward at 1st April 2014 of £377,056. A programme was agreed with BLB which anticipated the contract would be confirmed in April, with works beginning within six weeks or so.

5 At their last meeting, Members had inspected Town Hall office suite, to familiarize themselves with the layout and condition. Suggestions had been considered for refurbishment and works that would increase usable space; improve light and air circulation; mitigate tripping hazards, improve the presentation to visitors, and update and improve shabby kitchen and WC facilities. These had been accepted as sensible and beneficial, and it was recognized that the rooms were long-overdue for refurbishment. Proposed alterations had been drafted after consultation with all staff, and cost estimates sought for carrying out the work. Local firms had been approached with a draft specification and Members were presented a proposal for works in modular format, with elements prioritized and individually priced. The aggregate cost for the complete programme was £30,106. Members considered that all the works should be undertaken, and that to omit any element could be false economy. To avoid further reduction of the General Fund in a single year, it was suggested that this project be accorded a higher priority than Allotment site improvements (all sites currently being in reasonably good order) and the reserve earmarked for that purpose be appropriated (Project account P8 – £30,000 available 2015/16).

THRWP2014/07

In discussing the Town Hall accommodation, it was remarked that the installation of the White Lion figurine (previously sited in Westgate St) above the servery in the Corn Exchange was complete, and that this was an interesting and attractive addition to the room. Members wished to record their thanks to Brian Courage, the Town Ranger, for his work in this regard.

THRWP2014/08

CONCLUSIONS/RECOMMENDATIONS:

1 That the Council invites architects interested in tendering for design work for refurbishment of Mallig Community Centre, in accordance with the results of community consultation; to produce plans capable of detailed costing.

2 Council is asked to note the decisions taken with regard to the refurbishment of the façade of the Town Hall, noted at THRWP2014/06 - 3 and 4 above.

3 Council is recommended to agree the works to modernize and improve the Town Hall office suite as noted at THRWP2014/06 - 5 above; appropriating the balance on project account P8 to that purpose.

THRWP2014/09

There being no other business, the Chairman declared the meeting closed, and thanked everyone for their contributions. *The meeting closed at 4:40pm*

Signed.....

Date

Agenda Item No: 13

Report No: FC011/2015

Report Title: Roof repairs –Town Hall

Report To: Full Council

Date: 17th December 2015

Report By: S Brigden, Town Clerk

Purpose of Report: To apprise Members of repairs needed to the roof of the Assembly Room at the Town Hall, and emergency action taken to ensure public safety. A preliminary report outlining necessary consideration of major repairs.

Recommendation(s):

- 1 That the emergency action taken to erect safety scaffolding to the West elevation of the Town Hall complex, and initiation of an insurance claim, be noted.
- 2 That the options for permanent repairs as described in this report be referred to the Building repairs Working party for detailed consideration.

Information:

1 During the recent period of extreme high winds, between 24th and 27th November, a large and heavy section of terracotta ridge tile fell from the roof above the Assembly Room to Fisher Street below, shattering on impact. Luckily; no pedestrian or vehicle was affected.

2 Clarke Roofing (Southern) Ltd operatives were, coincidentally, on-site concluding the programme of restoration and refurbishment to the front (South) elevation of the Town Hall, and were asked to survey the damage and offer advice. Access was gained to a domestic property opposite, by kind permission of the owner. Photographs were taken and long-lens inspection allowed them to advise on the situation. Appended photographs and plans indicate the damage

3 Due to the location of the damage there is significant risk to public safety and this is increased by each further period of extreme weather and anticipation of snow later in the season. We therefore asked Clarke's to arrange an emergency scaffold to retain any further tiles that may be dislodged. This has been erected (photo attached) to current Health & Safety standards at a cost of £7,329 with potential additional costs of for licensing, alarm and lighting hire should the need extend beyond four weeks (which is likely):

Alarm and lighting: £55.00+ VAT per week after 4 weeks initial hire.

Licence: £70.00+VAT every 28 days.

This structure will moderate the risk to vehicles and pedestrians, and provided no major sections of tiling give way, the situation should be stable for at least several weeks without additional damage (*eg* to internal ceilings or structural timbers *etc*) while options are considered.

4 An insurance claim has been commenced, with a loss-adjuster appointed by the claims agents acting for our insurer, Zurich, although at time of writing there has been no inspection. Further information will be reported in due course.

5 The preliminary visual inspection by Clarke Roofing leads them to advise that the entire roof in that area of the Town Hall complex should be re-laid, as many peg-tiles are slipping dangerously, with aged battens and felting beneath. This brings forward consideration of repairs to the similarly aged and eroded slate roof and drainage guttering of the Corn Exchange and repainting of clerestory windows, fascias and soffits etc. The reasoning here is that these works depend upon the erection of complex scaffold structures which represent a significant component of the cost and to combine them would facilitate a design that would considerably reduce the overall cost. The order of costs, to provide context, indicate that all repairs would cost around £150,000, but as separate jobs could cost as much as 30% more. It is recommended that the Working Party mandated to commission buildings refurbishment at the Town Hall and Malling Community Centre be tasked with detailed consideration of this matter.

S Brigden

7th December 2015

Report FC011-2015 Town Hall roof repairs

page 1 of 1

Lewes Town Hall – Assembly Room roof (Fisher Street side) viewed looking East from top floor of building opposite (3a Fisher Street)

Ridge tile and tile damage – November 24th – 27th 2015

Capping tiles where old chimneys removed. These appear undamaged.

Ridge tile damaged and part fallen to ground. Fragmented on impact.



Gutter height (out-of-shot) above ground approximately 25ft. Ridge height approx. 50ft

Showing design – same as ridge tiles above

General view of Fisher Street façade, viewing North.

General area of roof damaged is ridge (not possible to photograph from ground level)



